



Classification: Executive Assistant	Position No. 600-1728-xxx
CBID: R04	Office: Administration
Date Prepared: October 23, 2017	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Deputy Director of the Fuels and Transportation Division, the Executive Assistant performs a variety of diverse administrative, analytical, data gathering, and secretarial functions requiring initiative, independence, discretion, knowledge of Commission policies and procedures, and a thorough knowledge of appropriate secretarial and administrative practices. This position requires a consistent display of tact, experience and independent judgment in performing assignments in support of the Deputy Director and the overall operation of the Division.

WORKING CONDITIONS: The work is performed in an indoor office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Additional hours beyond an eight hour workday or 40-hour workweek may occasionally be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 35% Provide secretarial support to the Deputy Director and Division administrative staff. Research confidential and sensitive departmental and program issues at the request of the Deputy Director. Participate in Division meetings involving general issues. Review all incoming correspondence to determine appropriate action. Independently determines proper program/manager assignment and forwards for response and/or other action. Review and evaluate all materials (memos through technical reports) submitted to the Deputy Director, and Division administrative staff for consistent departmental/program policy applications, completeness and thoroughness in terms of subject matter and audience, and for format, content and grammar. Maintain a tracking system for identification of assignments and due dates. Prepare, review and prioritize correspondence for the Deputy Director, Division administrative staff signature. Review and finalize technical memos and letters. Screen, redirect and/or respond to telephone calls from high-level contacts on behalf of the Deputy Director and the Division administrative staff. (E)
- 15% Maintain the Deputy Director’s calendar. Make in-state and out-of-state travel arrangements for the Deputy Director and other Division Administration staff, and complete travel expense reports. Perform all administrative functions for the Division office related to travel, training, telecommunications, and purchasing supplies and materials. Research vendors and prepare appropriate forms for purchases. Develop

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and maintain various control systems. Perform all timekeeper duties for the Division Administration Office. (E)

- 15% Act as functional lead to the clerical staff in the Division. Analyze and interpret Energy Commission policies for staff to ensure notices for hearings and workshops, contracts, work authorizations and day-to-day correspondence are completed correctly and accurately. Provide training and guidance as appropriate. Provide back up support to OT during absences and periods of high workload activity. (E)
- 15% Serve as the Fuels and Transportation Division’s administrative analyst for the commissioner level policy meetings. Duties include: analyzing and making recommendations on issues associated with the policy committee agenda; finalizing and prioritizing the technical materials for the meeting agendas; analyzing whether the technical content of the materials is clear and concise; preparing and maintaining the policy committee meeting schedules; and writing and posting meeting minutes on the Energy Commission’s intranet web site. (E)
- 10% Serve as contract manager for the CSUS Student Contract. Responsibilities include: managing the student budget, analyzing documents to hire students in order to set hourly salary rates and determining proper range changes, reviewing and approving time sheets, and obtaining current student enrollment forms periodically throughout the semester and reviewing for qualified employment. In addition, as appropriate, terminate students who are not qualified for employment. (E)
- 5% Assist the Administrative Liaison with the development of Request for Personnel Actions including duty statements, justifications, job opportunity bulletins, organization charts, and position control. (E)
- 5% Perform other duties as consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="display: flex; justify-content: space-between;"> </div> <p>VACANT Executive Assistant</p>	<div style="display: flex; justify-content: space-between;"> </div> <p>JOHN Y KATO Deputy Director</p>